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Page

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You are not (per our communication
of 5-24-61) on our list for
distribution.*



STAT

UNITED STATES CIVIL SERVICE COMMISSION

BUREAU OF RETIREMENT AND INSURANCE

WASHINGTON 25, D.C.

FILE
RH:CJN:hs
AND DATE OF THIS LETTER

May 26, 1961

*See
File
CBC*

[Redacted]
Central Intelligence Agency
2430 E Street, N. W.
Washington 25, D. C.

Dear [Redacted]

The purpose of this letter is to request your order of the quantities of certain informational materials on the Federal employees health benefits program which your agency will need for use in the program's October 1 through 15, 1961, "open season". With this letter are forms to assist you in submitting your order. The completed forms - an original and a carbon - should be submitted to the Health Benefits Task Force by June 20, 1961.

The materials to be ordered and the employees who should receive them are as follows:

1. Open season health benefits information pamphlet describing the open season brochure, which is to be distributed to each eligible employee.
2. Brochures on the Government-wide Service Benefit plan (BRI 41-25) and the Government-wide Indemnity Benefit plan (BRI 41-24) which are also to be distributed to each eligible employee.
3. Brochures on comprehensive medical plans. Each eligible employee located in an area served by a comprehensive medical plan will receive a brochure of each such plan available to him. The geographic areas serviced by each of these plans is the same as listed in its present brochure with the exception of the California Counties Medical Societies Foundation for Medical Care, (BRI 41-29). This plan will limit its service area to the following: Sonoma, Stanislaus, San Joaquin, Tuolumne, Calaveras and Riverside Counties in California. The geographic areas of service of the three

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new comprehensive medical plans are as follows: Community Health Association (BRI 41-113) - Detroit (Michigan) Metropolitan area; Physicians Association of Clackamas County (BRI 41-115) - Clackamas County, Oregon; Seguros de Servicio de Salud (BRI 41-114) - Puerto Rico and the Virgin Islands.

4. Brochures for Federal employee organization plans will be distributed by the Commission direct to those employees who are members of the organizations. However, each employing office has a responsibility for assuring that any employee who requests an organization plan brochure receives one. Therefore, each employing office will maintain a stock of brochures of plans where membership in the sponsoring organization is open to some or all of its employees. To determine which of these brochures you will need and to estimate the quantities needed, refer to the membership requirements on pages 7 and 8 of the attached SF 2809A.

In distributing health benefits materials last year for use in the initial enrollment in the program, agencies furnished the Commission with one or more agency receiving points. Attached is a separate pre-addressed order form for each of the points furnished. Please make any necessary corrections in the receiving point address. If you wish to substitute a new receiving point for the one shown, type the new address in the blank space provided. If it is necessary that you use more shipping points than were used in distribution of materials for use in the initial enrollment, please contact me.

The quantity of materials you order should be based upon your agency's needs for initial distribution plus a six-months supply. Distribution of the materials will be made by the Government Printing Office as they are printed. We expect this distribution to begin about mid-July.

This form may not be used to requisition health benefits Standard Form 2809. Agencies which need additional supplies of SF 2809 should requisition them in the usual way. In determining agency needs for SF 2809's for use in the open season, agencies should consider that only those employees who are registering for the first time or who change their election will need to complete and file a SF 2809. About 10 percent of enrolled employees are expected to change their election.

Sincerely yours,

Charles J. Nelson
Charles J. Nelson
Assistant to the Director

Attachment:

U. S. CIVIL SERVICE COMMISSION
BUREAU OF RETIREMENT AND INSURANCE
HEALTH BENEFITS TASK FORCE
WASHINGTON 25, D. C.

SHIP THE QUANTITIES SHOWN TO THE FOLLOWING AGENCY RECEIVING POINT:

STAT

Central Intelligence Agency
2430 E Street, N. W.
Washington 25, D. C.

BROCHURES FOR GOVERNMENT-WIDE DISTRIBUTION

SHORT TITLE	BRI NO.	QUANTITY	SHORT TITLE	BRI NO.	QUANTITY
Health Benefits Info. Pamphlet	Not Yet Numbered		Service Benefit Plan	41-25	
Indemnity Benefit Plan	41-24				

EMPLOYEE ORGANIZATION PLAN BROCHURES

American Fed. Gov. Empl.	41-26		Nat. Fed. PO Motor Veh. Emp.	41-38	
American Foreign Service	41-61		Nat. Fed. PO Clerks	41-37	
Fed. Postal Hosp. Assn.	41-48		Nat. League Postmasters	41-39	
Health Ins. Board (Panama)	41-59		Nat. Postal Union	41-57	
Nat. Assn. Letter Carriers	41-51		Nat. Rural Letter Carriers	41-30	
Nat. Assn. PO and GS Maint.	41-35		SAMBA (F.B.I.)	41-56	

COMPREHENSIVE MEDICAL PLAN BROCHURES

The Bridge Clinic	41-45		Kaiser Found. No. Calif.	41-31	
Calif. Counties. Med. Soc.	41-29		Nat. Hospital Assn.	41-53	
Comm. Health Assn. Detroit	41-113*		No. Idaho Dist. Med. Serv.	41-47	
Group Health Assn.	41-41		Phys. Assn. of Clackamas Ore	41-115*	
Grp. Health Coop. Puget Sound	41-52		Phys. & Surg. Assn.	41-50	
Grp. Health Plan, St. Paul	41-43		Ray E. Harris	41-55	
Grp. Health Ins. N. Y.	41-40		Ross-Loos Med. Group	41-54	
Hawaii Med. Serv. Assn.	41-44		Seattle Letter Carriers	41-60	
Health Ins. Plan, New York	41-27		Seguros de Servicio	41-114*	
Kaiser Foundation, Hawaii	41-34		Wash. Phys. Service	41-36	
Kaiser Found. So. Calif.	41-28		Western Clinic	41-46	
Kaiser Found. Oregon	41-33				

* Denotes new plan

NOTE: Materials ordered on this form
will be shipped only to the
address shown above

Signature of Health Benefits Officer

Date

(See Instructions on reverse side)

BRI 41-116
May 1961

INSTRUCTIONS:

These order forms are for use by the Health Benefits Officer at the agency headquarters level to requisition open season health benefit information pamphlets (not yet a numbered form) and brochures on health benefits plans needed by his agency for the October 1 through 15, 1961, open season of the Federal Employees Health Benefits Program.

Distribution will be as follows:

Health benefit information pamphlet and Government-wide plan brochures - Each employee enrolled in or eligible to enroll in a health benefits plan will receive a copy of the health benefit information pamphlet and of the brochure for each Government-wide plan (Service Benefit and Indemnity Benefit).

Brochures on Federal employee organization plans - Each employing office within an agency will maintain a stock of brochures of each Federal employee organization plan which employees may be eligible to join. These brochures will be given to individual employees upon their request. In ordering these brochures, estimate the number of requests you may receive based upon the membership requirements of the various organizations as shown on pages 7 and 8 of SF 2809A, January 1961.

Brochures on Comprehensive Medical Plans - Employees located in an area served by a comprehensive medical plan or plans will receive a brochure for each such plan. For the areas served by these plans consult the brochures previously issued for each plan, with the exception of the California Counties Medical Societies Foundation for Medical Care, BRI 41-29. For the next contract period the service area of this plan will be limited to: Sonoma, Stanislaus, San Joaquin, Tuolumne, Calaveras and Riverside Counties in California.

The service areas of the three new plans are as follows:

BRI 41-113, Community Health Association - Detroit (Michigan) Metropolitan area; BRI 41-115, Physicians Association of Clackamas County - Clackamas County Oregon; BRI 41-114, Seguros de Servicio de Salud - Puerto Rico and the Virgin Islands.

Deadline for Ordering - Completed order forms should be received by the Health Benefits Task Force, Bureau of Retirement and Insurance, U. S. Civil Service Commission, Washington 25, D. C. by June 20, 1961. This order form should be submitted in duplicate.

Agency Receiving Point: - On the reverse of this form is the address of a receiving point of your agency which was furnished to the Civil Service Commission for use in distributing health benefits materials for the initial enrollment in 1960. If, in the 1960 initial enrollment your agency submitted more than one receiving point, you should have received a pre-addressed order form for each point. Please check the address on the reverse side of that form and note any changes which should be made. If changes are to be made, type the correct address in the blank space provided. Materials ordered on this form will be shipped only to the address noted on the reverse side.

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BUREAU OF RETIREMENT AND INSURANCE
HEALTH BENEFITS TASK FORCE
WASHINGTON 25, D. C.

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EMPLOYEE ORGANIZATION PLAN BROCHURES

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